



Appeal Procedures – TRANSFER COURSE RE-EVALUATION

Students may request a re-evaluation of their transfer courses, if they believe the content warrants a different CSU course equivalency than the none provided through the initial course evaluation.

First, meet with personnel in the Transfer Evaluation Office, Room 100 Administration Annex, and explain your situation. A re-evaluation may be possible at this time. If the Transfer Evaluation Office needs the academic department to evaluate the course, take the Re-evaluation Form to the teaching department. If it is agreed that the course equivalency should be changed, take the completed form to:

The Degree and Transfer Evaluation Office,
100 Administration **ANNEX**

REQUEST FOR COURSE EQUIVALENCY RE-EVALUATION



SECTION A (To be completed by student--please print or type)

 Name (Last) (First) (Middle) CSUID

 Current phone number Email Address Major

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SECTION B (To be completed by teaching department)

The student noted above has requested a re-evaluation of one or more transfer courses. Based on course description/syllabus information provided by the student, I authorize the following equivalencies for each course listed below:

| <u>Transfer Institution</u> | <u>Transfer Course</u> | <u>Transfer Credits</u> | <u>Transfer Course Title</u> | <u>Other Institution Equivalent.</u> | <u>New Equivalent Authorized By CSU Department</u> | <u>CSU Credits</u> | <u>Applies to all students</u> | <u>Applies only to this student</u> |
|-----------------------------|--------------------------------------|-------------------------|------------------------------|--------------------------------------|--|--------------------|--------------------------------|-------------------------------------|
| | Indicate Course & Number: | | | Indicate Course & Number: | Indicate Course & Number: | | Indicate by: (✓) | Indicate by: (✓) |
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*Teaching Department Instructor or Professor

*PRINT your name _____ DEPARTMENT _____ DATE _____

*SIGNATURE _____

*Degree - Administration Annex, Room 100 (970)491-7159
 Transfer Evaluation - Administration Annex, Room 100 (970)491-7147*